

**Repair and Maintenance of Historic Stone  
Masonry and Concrete Indefinite  
Delivery / Indefinite Quantity Contract**  
Maryland, Virginia, West Virginia, District of Columbia

Solicitation 1443N2000091300

**Proposal Submission Package**



NATIONAL PARK SERVICE  
DENVER SERVICE CENTER

March 27, 2009

## Solicitation, Offer, And Award - Standard Form 1442

<b>SOLICITATION, OFFER, AND AWARD</b> <i>(Construction, Alteration, or Repair)</i>	1. SOLICITATION NO.	2. TYPE OF SOLICITATION	3. DATE ISSUED	PAGE OF PAGES
	1443N2000091300	<input type="checkbox"/> SEALED BID <i>(IFB)</i> <input checked="" type="checkbox"/> NEGOTIATED <i>(RFP)</i>	3/27/2009	

**IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.**

4. CONTRACT NO.	5. REQUISITION/PURCHASE REQUEST NO.	6. PROJECT NO.
7. ISSUED BY	CODE	8. ADDRESS OFFER TO
DSC-CS Contract Services Division National Park Service Attn: Brenda Karl P.O. Box 25287 Denver, CO 80225		Same as #7, or if by courier service, use address below:  12795 W. Alameda Parkway, Room 311 Lakewood, CO 80228
9. FOR INFORMATION CALL:	A. NAME Rebecca Bizier	B. TELEPHONE NO. <i>(Include area code) (NO COLLECT CALLS)</i> 303-969-2362

**SOLICITATION****NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".**10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS *(Title, identifying no., date):*

Repair and Maintenance of Historic Stone Masonry and Concrete Indefinite Delivery / Indefinite Quantity Contract, Maryland, Virginia, West Virginia, District of Columbia

Project Title: Repair and Maintenance of Historic Stone Masonry and Concrete IDIQ

Estimated Maximum Contract Value: \$10,000,000.00

11. The Contractor shall begin performance within 15 calendar days and complete it within \_\_\_ calendar days after receiving☒ award, ☐ notice to proceed. This performance period is ☐ mandatory, ☐ negotiable. *(See Section F.)*

12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS?

*(If "YES," indicate within how many calendar days after award in Item 12B.)*☒ YES ☐ NO

12B. CALENDAR DAYS

15

13. ADDITIONAL SOLICITATION REQUIREMENTS:

- A. Sealed offers in original and 4 copies to perform the work required are due at the place specified in Item 8 by 2:00 PM *(hour)* local time 05/4/2009 *(date)*. If this is a sealed bid solicitation, offers will be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.
- B. An offer guarantee ☒ is, ☐ is not required.
- C. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.
- D. Offers providing less than 60 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

**OFFER (Must be fully completed by offeror)**

14. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)

15. TELEPHONE NO. (Include area code)

16. REMITTANCE ADDRESS (Include only if different than Item 14.)

CODE

FACILITY CODE

17. The offeror agrees to perform the work required at the prices specified below in strict accordance with the terms of this solicitation, if this offer is accepted by the Government in writing within \_\_\_\_\_ calendar days after the date offers are due. (Insert any number equal to or greater than the minimum requirement stated in Item 13d. Failure to insert any number means the offeror accepts the minimum in Item 13d.)

AMOUNTS 

18. The offeror agrees to furnish any required performance and payment bonds.

**19. ACKNOWLEDGMENT OF AMENDMENTS**

(The offeror acknowledges receipt of amendments to the solicitation -- give number and date of each)

AMENDMENT NO.										
DATE.										

20a. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

20. SIGNATURE


20c. OFFER DATE

**AWARD (To be completed by Government)**

21. ITEMS ACCEPTED:

22. AMOUNT

23. ACCOUNTING AND APPROPRIATION DATA

24. SUBMIT INVOICES TO ADDRESS SHOWN IN   
(4 copies unless otherwise specified)

ITEM

25. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO

☐

10 U.S.C. 2304(c) )

☐

41 U.S.C. 253(c) ( )

26. ADMINISTERED BY

27. PAYMENT WILL BE MADE BY

**CONTRACTING OFFICER WILL COMPLETE ITEM 28 OR 29 AS APPLICABLE**☐

28. NEGOTIATED AGREEMENT (Contractor is required to sign this

document and return \_\_\_\_\_ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all work requirements identified on this form and any continuation sheets for the consideration stated in this contract. The rights and obligations of the parties to this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) the clauses, representations, certifications, and specifications incorporated by reference in or attached to this contract.

30a. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN  
(Type or print)☐

29. AWARD (Contractor is not required to sign this document.) Your offer

on this solicitation is hereby accepted as to the items listed. This award consummates the contract, which consists of (a) the Government solicitation and your offer, and (b) this contract award. No further contractual document is necessary.

30b. SIGNATURE

30c. DATE

31a. NAME OF CONTRACTING OFFICER (Type or print)

31b. UNITED STATES OF AMERICA

30c. DATE

BY

<b>BID BOND</b> <i>(See instruction on reverse)</i>	DATE BOND EXECUTED <i>(Must not be later than bid opening date)</i>	OMB NO.: <b>9000-0045</b>
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Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>("X" one)</i>	
	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> PARTNERSHIP
	<input type="checkbox"/> JOINT VENTURE	<input type="checkbox"/> CORPORATION
		STATE OF INCORPORATION

SURETY(IES) *(Name and business address)*

PENAL SUM OF BOND					BID IDENTIFICATION	
PERCENT OF BID PRICE	AMOUNT NOT TO EXCEED				BID DATE	INVITATION NO.
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS		
					FOR <i>(Construction, Supplies, or Services)</i>	

OBLIGATION:

We, the Principal and Surety(ies) are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon acceptance by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to execute such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the Government. Notice to the surety(ies) of extension(s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

PRINCIPAL				
SIGNATURE(S)	1.	2.	3.	<i>Corporate Seal</i>
		<i>(Seal)</i>	<i>(Seal)</i>	
NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.	3.	<i>Corporate Seal</i>

INDIVIDUAL SURETY(IES)		
SIGNATURE(S)	1.	2.
	<i>(Seal)</i>	<i>(Seal)</i>
NAME(S) <i>(Typed)</i>	1.	2.

CORPORATE SURETY(IES)					
SURETY A	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

<b>SURETY B</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY C</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY D</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY E</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY F</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
<b>SURETY G</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		

### INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., (e.g., 20% of the bid price but the amount not to exceed \_\_\_\_\_ dollars).
4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designed "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.  
  
(b) Where individual sureties are involved, a completed Affidavit of Individual surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.
5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
6. Type the name and title of each person signing this bond in the space provided.
7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror."

CONTRACT PRICE SCHEDULE  
Solicitation No. N2000091300  
Repair and Maintenance of Historic Concrete and Stone Masonry IDIQ  
District of Columbia, Maryland, Virginia, West Virginia

Item No. / Spec Section	Description of Item	Unit of Measure (in place)	Unit Price
1	Earthwork		
2	New Concrete Installed - flat surfaces, walkways, driveways, plazas, etc.	Cubic Yard	
3	New Concrete Installed – walls 8" thick	Cubic Yard	
4	New Concrete Installed – stairs	Cubic Yard	
5	Repair Concrete Roll Curb	Linear feet	
	Install New Concrete Roll Curb	Linear Feet	
6	Repair Concrete L Curb	Linear Feet	
	Install New Concrete L Curb	Linear Feet	
7	Mold creation for decorative elements	Small Square Feet	
8	Mold creation for decorative elements	Medium Square Feet	
9	Mold creation for decorative elements	Large Square Feet	
10	Concrete/masonry cleaning w/ government furnished equipment	Square Yard	
	Concrete/stone cleaning – contractor supplied equipment		
	Jos	Square Yard	
	Steam	Square Yard	
	Pressure Wash	Square Yard	
11	Development of adjusted concrete repair mixtures as required for custom match to specific repair locations: 2 sets (1 record & 1 field) of 6 samples each in 2 series of 3 each for staged approval by COR	Each Set	
12	Additional adjusted mixes with samples beyond what was required under above item	Each	
13	Vertical repairs w/custom concrete repair mixture to match historic, adjacent material – Shallow Spalls	Square Feet	
14	Vertical repairs w/custom concrete repair mixture to match historic, adjacent material – Deep Spalls	Square Feet	
15	Vertical repairs w/custom concrete repair mixture to match historic, adjacent material – Delaminations, Shallow	Square Feet	
16	Vertical repairs w/custom concrete repair mixture to match historic,	Square Feet	

	adjacent material – Delaminations, Deep	
17	Cut Rebar/Safety	Linear Feet?
18	Crack repair w/flexible sealants of decorative features – Small Cracks	Linear Feet
19	Crack repair w/flexible sealants of decorative features – Medium Cracks	Linear Feet
20	Crack repair w/flexible sealants of decorative features – Wide Cracks	Linear Feet
21	Repairs of vertical surface delaminations w/concrete repair mortar/injection grout	Square Feet
22	Flexible Horizontal Joint Seals – 2 Step Repairs at Pavement – Small Cracks	Linear Feet
23	Flexible Horizontal Joint Seals – 2 Step Repairs at Pavement – Medium Cracks	Linear Feet
24	Flexible Horizontal Joint Seals – 2 Step Repairs at Pavement – Wide Cracks	Linear Feet
25	Flexible Horizontal Joint Seals – 1 Step Repairs at Transverse Cracks – Wall Copings – Small Cracks	Linear Feet
26	Flexible Horizontal Joint Seals – 1 Step Repairs at Transverse Cracks – Wall Copings – Medium Cracks	Linear Feet
27	Flexible Horizontal Joint Seals – 1 Step Repairs at Transverse Cracks – Wall Copings – Wide Cracks	Linear Feet
28	Vertical Surface Repair of Concrete Mortar and Injection Grout – Small Cracks	Linear Feet
29	Vertical Surface Repair of Concrete Mortar and Injection Grout – Medium Cracks	Linear Feet
30	Vertical Surface Repair of Concrete Mortar and Injection Grout – Wide Cracks	Linear Feet
31	Protective Coating/Waxing	Square Feet
32	Stone Repair of pointers (repointing)	Linear Feet
33	Brick Repointing	Square Feet
34	Stone paver repair - Granite	Square Yard
35	Stone Paver Repair – Marble	Square Yard
36	Paver Repair – Brick	Square Yard
37	Stone paver replacement – Granite	Square Yard
38	Stone Paver Replacement – Marble	Square Yard
39	Paver Replacement – Brick	Square Yard
40	Stone Paver New	Square Yard
41	Stone Dutchmen repair	Square Feet
42	Scaffolding	CCF
43	Demo of Current Stone/Concrete	Per Ton

<b>44</b>	Chemical Cleaning	Square Yard
<b>45</b>	Mechanical Cleaning	Square Yard
<b>46</b>	Mineral Deposition Removal	Square Yard
<b>47</b>	Qualified Stone Conservator	Hourly Rate
<b>48</b>	Qualified Concrete Conservator	Hourly Rate
<b>49</b>	Testing Services	Hourly Rate
<b>50</b>	Fabricate and Install NPS Quarter-Round Curb per Govt Specs	Linear Feet
<b>51</b>	Graffiti Removal	Square Yard
<b>52</b>	Stone Consolidation	Square Feet
<b>53</b>	Powersweeper	Square Yard
<b>54</b>	Remove and Reset Stone Curb w/ Aggregate base	Linear feet
<b>55</b>	Remove and Reset Stone Curb w/ Concrete Base	Linear Feet
<b>56</b>	Reconstruct Dry-laid Stone Retaining Wall	Cubic Feet
<b>57</b>	Reconstruct Freestanding Dry-Laid Stone Walls	Cubic Feet
<b>58</b>	Reconstruct Stone Retaining Wall	Cubic Feet
<b>59</b>	Reconstruct Freestanding Stone Wall	Cubic Feet
<b>60</b>	Reset Stone Guide Wall (spot repair)	Cubic Feet

Submit unit prices in the above schedule as part of the proposal. The Government reserves the right to accept or reject any or all unit prices.

Include furnishing of all materials, labor, equipment, and services necessary for or incidental to the execution of the work specified in unit prices. Include in unit prices all direct and indirect costs, overhead, taxes, insurance, and profit. Each successive option year includes escalation of \_\_ percent.

Subconsultant coordination is not authorized on this contract. Coordination/Handling fees on other direct costs are also not authorized.

Additional items or subconsultants may be added to the contract by modification provided that the disciplines being added are covered under the original scope of services for this contract.

Task orders may be issued using the established unit prices in the Contract Price Schedule, competitive prices for items not listed, and/or a combination of both. Prior to award of a task order prices will be compared against the IDIQ Contract Price Schedule unit prices.

The following elements of work will be priced per task order:

- Partial replication / repair of decorative elements such as statues, piers, urns, balisters, benches, etc.
- Waterproofing such as joint sealant, fluid applied membranes, etc.



**HAZARDOUS MATERIALS IDENTIFICATION LISTING**

In accordance with Clause 52.223-3, Hazardous Material Identification and Material Safety Data, of the Contract, contractor is required to identify any hazardous materials that will be delivered under this contract.

List below all known hazardous materials to be used in performance of the work and submit with the proposal/bid. If material components are unknown at the time of submission, respond with a statement to that effect.


# PROPOSED EQUALS

In accordance with Provision 52.211-06 (Section L), the following products are being proposed as equals. Provide all attachments required by the provision, as applicable. Use additional sheets of paper as necessary.

<i>Section No.</i>	<i>Paragraph No.</i>	<i>Product/Model No.</i>	<i>Proposed Product/Model No.</i>

A. By submitting the proposed equal, the contractor certifies that it:

1. Has investigated the proposed item and determined that it is equal or superior in all respects to that specified.
2. Will provide, as a minimum, the same warranties for the proposed item as for the item specified.
3. Has determined that the proposed item is compatible with interfacing items.
4. Will coordinate the installation of an approved item and make all changes required in other elements of the work because of the substitution.
5. Waives all claims for additional expenses that may be incurred as a result of the substitution.

B. The Contractor is encouraged to submit for approval products that exceed accessibility standards, are sustainable and/or made from recycled or environmentally responsible material. Every effort will be made to approve these materials.

# Experience

**READ CAREFULLY:** The purpose of this form is for the offeror to list projects performed that are similar to the work described in this solicitation. Provide a minimum of ten (10) projects. Use this form to address your familiarity with the Statement of Work described in the solicitation and with the competence criteria described in the Request for Proposal-Instructions for the Submission of Offers and Other Information. Include Area Codes with all telephone numbers. Fill in the information by typing or printing legibly.

It is especially important that the offeror disclose instances in which their past performance may be considered by others to be less than fully satisfactory. The offeror should tell their side of the story and describe remedial corrective action that has been taken or will be taken to correct the deficiency. Failure to do so may result in a determination that an offeror has been less than candid with the Government, which could result in an unfavorable assessment of the offeror's past performance record.

**NAME OF CONTRACTOR/OFFEROR:** \_\_\_\_\_

#	PROJECT NAME:
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Project Location:
Name of Owner:
Address of Owner:
Telephone Number:
Project Value:
Dates of Construction:

**DESCRIPTION OF THE PROJECT AND SCOPE OF OFFEROR'S WORK**

**PERFORMANCE REMARKS**

**DESCRIPTION OF THE PROJECT AND SCOPE OF OFFEROR'S WORK (continuation)**

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**PERFORMANCE REMARKS (continuation)**

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# General References

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**READ CAREFULLY:** The purpose of this form is for the offeror to provide the Government with general references in the spaces provided as described in the Instructions, Conditions, and Notices to Offerors (Section L). Include Area Codes with all telephone numbers. Fill in the information by typing or printing legibly.

It is especially important that the offeror disclose instances in which their relationships with the references may be considered less than fully satisfactory. The offeror should tell their side of the story and describe remedial corrective action that has been taken or will be taken to correct the deficiency. Failure to do so may result in a determination that an offeror has been less than candid with the Government, which could result in an unfavorable assessment of the offeror's past performance record. Provide explanations on separate sheets as necessary.

**NAME OF CONTRACTOR/OFFEROR:** \_\_\_\_\_

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## **SURETY**

Name of Surety:

Address of Surety:

Name of Agent:

Telephone Number:

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## **CORPORATE BANK**

Name of Bank:

Address of Bank:

Name of Agent:

Telephone Number:

Types and Numbers  
of Accounts:

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## **CORPORATE BANK**

Name of Bank:

Address of Bank:

Name of Agent:

Telephone Number:

Types and Numbers  
of Accounts:

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## **INSURANCE COMPANY**

Name:

Address:

Name of Agent:

Telephone Number:

Types of Policies:

**SUBCONTRACTOR**

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Name:  
Address:  
Name of Contact:  
Telephone Number:  
Area of Specialized Work:

**SUBCONTRACTOR**

---

Name:  
Address:  
Name of Contact:  
Telephone Number:  
Area of Specialized Work:

**SUBCONTRACTOR**

---

Name:  
Address:  
Name of Contact:  
Telephone Number:  
Area of Specialized Work:

**MATERIAL SUPPLIER**

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Name:  
Address:  
Name of Contact:  
Telephone Number:  
Types of Material:

**MATERIAL SUPPLIER**

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Name:  
Address:  
Name of Contact:  
Telephone Number:  
Types of Material:

**MATERIAL SUPPLIER**

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Name:  
Address:  
Name of Contact:  
Telephone Number:  
Types of Material:

**READ CAREFULLY:** The purpose of this form is for the Offeror to list the qualifications of all key personnel as described in the Instructions for the Submission of Offers and Other Information (Section L).

Provide the state in which registration or license is held and the registration or license number. Fill in the information by typing or printing legibly.

**NAME OF CONTRACTOR/OFFEROR:** \_\_\_\_\_

## Years of Experience With Other Firms:

Area of Specialization:

## EXPERIENCE AND QUALIFICATIONS

# PAST PERFORMANCE QUESTIONNAIRE

(COMPLETE SECTIONS I AND II AND SUBMIT WITH THE TECHNICAL PROPOSAL)

I. CONTRACT IDENTIFICATION	
CONTRACTOR NAME:	CONTRACT NO:
CONTRACTOR ADDRESS:	CONTRACT TYPE: <input type="checkbox"/> FIRM-FIXED-PRICE <input type="checkbox"/> COST REIMBURSEMENT <input type="checkbox"/> OTHER _____ <input type="checkbox"/> ACTIVE <input type="checkbox"/> COMPLETED <input type="checkbox"/> ROUTINE <input type="checkbox"/> COMPLEX
DATES OF PERFORMANCE:	AWARD AMOUNT    \$ _____ TOTAL WITH MODS   \$ _____
PROJECT DESCRIPTION:	



<b>II. AGENCY (CUSTOMER) IDENTIFICATION</b>			
<b>AGENCY (CUSTOMER) NAME:</b>			
<b>POC NAME/TITLE/PHONE:</b>			
<b>III. PAST PERFORMANCE RATING</b>			
<b>Rating Scale (10) E = <u>Exceeded</u> minimum requirements/expectations</b> <b>(5) M = <u>Met</u> minimum requirements/expectations</b> <b>(0) D = <u>Did not meet</u> minimum requirements/expectations</b>			
<b>1. <u>QUALITY</u>:</b>		(Circle applicable rating)	
a. Conformance with contract requirements	E	M	D
b. Quality of workmanship (including subcontractors)	E	M	D
c. General oversight by project manager and superintendent	E	M	D
d. Coordination with and control of subcontractors	E	M	D
e. Compliance with Davis-Bacon wage rate and labor usage requirements	E	M	D
f. Avoidance of accidents/safety violations	E	M	D
<b>2. <u>TIMELINESS</u>:</b>			
a. Adherence to project delivery schedules	E	M	D
b. Submission of change proposals	E	M	D
c. Response to technical direction and change orders	E	M	D
d. Response to correction of identified problems	E	M	D
e. Submission of timely/accurate/complete billings	E	M	D
f. Submission of materials/other submittals	E	M	D
<b>3. <u>BUSINESS RELATIONS</u>:</b>			
a. Flexibility and cooperativeness in resolving problems	E	M	D
b. Tenacity and innovativeness in resolving problems	E	M	D
c. Relationships with subcontractors, including prompt payment	E	M	D
d. End user was satisfied with services performed	E	M	D

<b>IV. COMMENTS</b> Required for ratings of D (Did Not Meet Requirements)	
<b>Item No.</b>	<b>Comment</b>
<b>Technical Evaluation Panel Member:</b>	
<b>Date:</b>	

**SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, WOMEN-OWNED  
VETERAN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN  
May 2003**

DATE \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SOLICITATION OR CONTRACT NUMBER: \_\_\_\_\_

ITEM/SERVICE: \_\_\_\_\_

The following, together with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507 as implemented by OFPP Policy Letter 80-2.

The National Park Service (NPS) subcontracting goals for the participation of small business; small disadvantaged business and small women-owned business at a minimum are as follows: Small Business Concerns – 60%; Small Disadvantage Business Concerns – 24%; Small Women-Owned Business Concerns – 6%; Hubzone Small Business Concerns – 10%; Veteran-Owned Small Business Concerns – 3%; Service-Disabled Veteran Owned Business Concerns – 3%; 8(a) Concerns – 12%.

If your firm indicates in Item No. 1 below a lesser percentage than the subcontracting goals of the NPS, specify in the space provided the reason(s) your firm cannot meet these goals. \_\_\_\_\_

1. (a) The following percentage goals (expressed in terms of a percentage of total planned subcontracting dollars) are applicable to the contract cited above or to the contract awarded under the solicitation cited.

- (i) Small Business Concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns.
- (ii) HUBZone Small Business Concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are HUBZone small business concerns. This percentage is included in the percentage under 1(a)(i) above, as a subset.
- (iii) Small Disadvantaged Business Concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals. This percentage is included in the percentage shown under 1.(a)(i), above, as a subset.
- (iv) Women-Owned Small Business Concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are women-owned small business concerns. This percentage is included in the percentage shown under 1.(a)(i), above, as a subset.
- (v) Veteran-Owned Small Business Concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are veteran-owned small business concerns. This percentage is included in the percentage shown under 1.(a)(i), above, as a subset.
- (vi) Service-Disabled Veteran-Owned Small Business Concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are service-disabled veteran-owned small business concerns. This percentage is included in the percentage shown under 1(a)(i) above, as a subset.

(b) The following dollar values correspond to the percentage goals shown in (a) above.

- (i) Total dollars planned to be subcontracted to small business concerns: \$\_\_\_\_\_.
- (ii) Total dollars planned to be subcontracted to HUBZone small business concerns: \$\_\_\_\_\_. This dollar amount is included in the amount shown under 1.(b)(i), above as a subset.
- (iii) Total dollars planned to be subcontracted to small disadvantaged business concerns: \$\_\_\_\_\_. This dollar amount is included in the amount shown under 1.(b)(i), above, as a subset.
- (iv) Total dollar planned to be subcontracted to women-owned small business concerns: \$\_\_\_\_\_. This dollar amount is included in the amount shown under 1.(b)(i), above, as a subset.
- (v) Total dollar planned to be subcontracted to veteran-owned small business concerns: \$\_\_\_\_\_. This dollar amount is included in the amount shown under 1.(b)(i), above, as a subset.

(vi) Total dollar planned to be subcontracted to service-disabled veteran-owned small business concerns:  
\$\_\_\_\_\_. This dollar amount is included in the amount shown under 1(b)(i) above, as a subset.

(c) The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is  
\$\_\_\_\_\_.

(d) The following principal products and/or services will be subcontracted under this contract, and the distribution among small business, HUBZone small business, small disadvantaged business concerns, women-owned small business and veteran-owned small business concerns is as follows:

(Products/services planned to be subcontracted to small business concerns are identified by \*; to HUBZone small business concerns; by \*\*; to small disadvantaged business concerns by \*\*\*; to women-owned small business concerns by \*\*\*\* and to veteran-owned small business concerns \*\*\*\*\*.)

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(e) The following method was used in developing subcontract goals (i.e., statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted to HUBZone small, small disadvantaged, small women-owned business and small veteran-owned business concerns' capabilities were determined, to include identification of source lists utilized in making those determinations).

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(f) Indirect and overhead costs (check one below):

[ ] have been [ ] have not been included in the goals specified in 1(a) and 1(b).

(g) If "have been" is checked, explain the method used in determining the proportionate share of indirect and overhead cost to be allocated as subcontracts to small business concerns, HUBZone small business, small disadvantaged business, small women-owned business and veteran-owned business concerns.

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2. The following individual will administer the subcontracting program:

Name: \_\_\_\_\_

Address & Telephone: \_\_\_\_\_

Titles: \_\_\_\_\_

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows:

General overall responsibility for this company's Small Business Program, the development, preparation, and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including, but not limited to:

(a) Developing and maintaining bidders lists of small, HUBZone small, small disadvantaged, women-owned small and veteran-owned small business concerns for all possible sources.

(b) Ensuring that procurement packages are structured to permit small, HUBZone small, small disadvantaged, women-owned small and veteran-owned small business concerns to participate to the maximum extent possible.

(c) Assuring inclusion of small, HUBZone small, small disadvantaged, women-owned small and veteran-owned small business concerns in all solicitations for products or services that they are capable of providing.

- (d) Reviewing solicitations to remove statements, clauses, etc, which may tend to restrict or prohibit small business, HUBZone small, small disadvantaged, women-owned small and veteran-owned small business participation.
- (e) Ensuring periodic rotation of potential subcontractors on bidders' lists.
- (f) Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by small, HUBZone small, small disadvantaged, women-owned small and veteran-owned small business concerns.
- (g) Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- (h) Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- (i) Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- (j) Monitoring attainment of proposed goals.
- (k) Preparing and submitting periodic subcontracting reports required.
- (l) Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- (m) Coordinating the conduct of contractor's activities involving its small, HUBZone small, small disadvantaged, women-owned small and veteran-owned small business subcontracting program.
- (n) To help new suppliers the following duties are added (or deleted) to those specified above:

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3. The following efforts will be taken to assure that small, HUBZone small, small disadvantaged business concerns, women-owned small business concerns and veteran-owned small business concerns will have an equitable opportunity to compete for subcontracts:

- (a) Outreach efforts will be made as follows:
  - (i) contacts with minority, women-owned and small business trade associations,
  - (ii) contacts with business development organizations;
  - (iii) attendance at small, women-owned small business and minority business procurement conferences and trade fairs;
  - (iv) sources will be requested from SBA's PRO-Net system.
- (b) The following internal efforts will be made to guide and encourage buyers:
  - (i) workshops, seminars, and training programs will be conducted;
  - (ii) activities will be monitored to evaluate compliance with this subcontracting plan.
- (c) Small, HUBZone small, small disadvantaged, women-owned and veteran-owned small business concern source lists, guides, and other data identifying small and small disadvantaged, women-owned and veteran-owned small business concerns will be maintained and utilized by buyers in soliciting subcontracts.

(d) Additions to (or deletions from) the above listed efforts are as follows:

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4. The bidder (contractor) agrees that the clause entitled Small, HUBZone Small, Small Disadvantaged, Women-Owned Small and Veteran-Owned Small Business Subcontracting Plan (FAR 52.219.9) will be included in all subcontracts which offer further

subcontracting opportunities, and all subcontractors except small business concerns who receive subcontracts in excess of \$500,000 will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of Public Law 95-507, and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small, HUBZone small, women-owned small business, small disadvantaged, and veteran-owned small business subcontractors and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontractors' facilities to review applicable records and subcontracting program progress.

5. The bidder (contractor) agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the SBA in order to determine the extent of compliance by the bidder with the subcontracting plan and with the clause entitled Small Business Subcontracting Plan (FAR 52.219.9) contained in the contract.

6. The bidder (contractor) agrees that he will maintain at least the following types of records to document compliance with this subcontracting plan:

(a) Small, HUBZone small, small disadvantaged, women-owned, veteran-owned small business concern source lists, guides, and other data identifying SB/SDBA vendors.

(b) Organizations contacted for small, HUBZone small, small disadvantaged, women-owned and veteran-owned small business sources.

(c) On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating on each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether HUBZone small, small disadvantaged, women-owned and veteran-owned small business concerns were solicited, and if not, why not; and (3) reasons for the failure of solicited small, HUBZone small, small disadvantaged, women-owned or veteran-owned small business concerns to receive the subcontract award.

(d) Records to support other outreach efforts: Contacts with Minority and Small Business Trade Associations, etc. Attendance at small, women-owned small business and minority business procurement conferences and trade fairs.

(e) Records to support internal activities to guide and encourage buyers; workshops, seminars, training programs, etc; monitoring activities to evaluate compliance.

(f) On a contract-by-contract basis, records to support subcontract award data to include name and address of subcontractor.

(g) Records to be maintained in addition to the above are as follows:

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Signed: \_\_\_\_\_

Typed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Plan accepted by: \_\_\_\_\_  
Contracting Officer

Date: \_\_\_\_\_